



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Join us and help transform lives!

Now Hiring:

Program Coordinator – Miracle League (PT)

Wage:

\$12.95 per hour

Location(s):

Northwest YMCA (9050 N. Swan Rd., Milwaukee, WI)

Hours:

Varies Based on events

Responsibilities:

- Develop, market, manage and implement all phases of the Miracle League Program. This part of the role will require direct participation in all evening and weekend programming during the season.
- Strong interpersonal and communication skills required, speaking politely, clearly and articulating accurate information
- Train all volunteers prior to the start of each season
- Create team rosters and assign buddy match ups
- Work alongside Product Director in processing player registrations and volunteer paperwork
- Track and log weekly volunteer hours
- Must be comfortable advocating on behalf of people with disabilities, including establishing strong local partnerships with organizations who could help promote the program.
- Support the Product Director in fundraising efforts, including potential targeted, fundraising events.
- Serve as an on-site resource contact for the facilitation of youth and adult league programming, group outings and community events and gatherings.
- Assist with Miracle League of Milwaukee advisory committee meetings as able.
- Respond to all participant, collaborative partner, volunteer and community inquiries in a timely manner.
- Maintain a safe and encouraging environment at all times
- Prepare field and concessions stand for game day operations
- Basic computer skills needed
- Strictly adhere to all policies and procedures related to safety and conduct rules and other regulations.

Qualifications:

- A minimum of 2-3 years college coursework in the area of youth development or equivalent education/experience is required.
- A minimum of 1-2 years leadership experience in youth development.
- Requirements: CPR Pro/AED/02/FA and Emergency Action Plan training.
- Proficient in verbal and written communications.

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

**Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE**

- Should have a positive history of leadership in the areas of staff, volunteer and program development.
- Working knowledge and understanding of special needs populations is required.

Benefits:

- Free Individual Membership or Discounted Household Membership to all YMCA Locations
- 403b Retirement Savings Plan
- Discounts on YMCA Programs, Child Care & Camps (based on qualifying hours worked)

Deadline: **March 8, 2019**

Apply Online: <https://apply.ymcamke.org>